

Random Moment Time Study (RMTS)

MANDATORY ANNUAL TRAINING FOR INDEPENDENT SCHOOL DISTRICTS (ISD)

Federal Fiscal Year 2022

(October 2021 to September 2022)

RMTS Training Compliance

In reviewing the previous FFY 2021 training compliance, several districts were non-compliant, therefore we want to make sure districts are informed of the Random Moment Time Study training requirements.

Annual training is mandatory for at least **two district employees** designated by the entity as a RMTS Contact. If your district is contracted with a Co-op, SSA or third-party vendor, the district's RMTS Contact(s) is still required to complete annual training. The RMTS Contact is responsible for ensuring the district complies with all RMTS requirements and serves as a communicator between HHSC and their district participants.

As a Primary RMTS Contact, the role is to be the overseer of Random Moment Time Study as it relates to their district. The role includes making sure themselves, secondary RMTS Contacts and participants are annually trained, assign secondary RMTS Contact roles, ensures the participant list is certified, communicates to other RMTS Contacts and district participants of any new information provided by HHSC.



For FFY 2022, a Primary RMTS Contact will now be required to take annual training every FFY. A **Primary RMTS Contact** will have until the end of the 1st quarter RMTS training period to complete their annual training (**May 2021 – August 2021**). Early FFY 2022 RMTS training begins in May 2021. A **Secondary RMTS Contact** will be required to complete annual training before the end of the FFY training period (**May 2021 – February 2022**). If your district has multiple secondary RMTS Contacts, you can select one person who will be responsible for completing the annual training to complete the required 2 district employees. Please see the FFY 2022 RMTS ISD training schedule for specific training dates. RMTS Contacts can view training dates and register for training at the link below. Again, if a district is contracted with an SSA, Co-op or third-party vendor, each district is still required to have at least 2 employees from their district trained. Also remember, a Primary RMTS Contact is still required to complete annual FFY RMTS training.

An SSA, Co-op or third-party vendor is still able to fulfil their contractual duties with the district as they have been, however to ensure each district is aware of information pertaining to RMTS, both primary and secondary district RMTS contacts are being required to attend annual FFY training.

It is crucial ISD's understand that compliance with the RMTS annual training is required and mandatory. Failure to comply with this requirement can affect your district's ability to certify the participant list.

The last RMTS trainings for FFY 2022 will be February 2022. If you have not taken a training for the FFY 2022, your district is out of compliance. Please make sure you log into STAIRS and select the "training" tab to identify and make sure your district Primary RMTS Contact and at least one district Secondary RMTS Contact have taken the RMTS Training for FFY 2022. If they have not taken their annual training, they will need to register at the below information.

The below link will take you to the HHSC Provider Finance Department ISD training information webpage on which you will find details about training requirements, training registration, as well as a list of contacts should you have any questions.

<https://pfd.hhs.texas.gov/time-study/time-study-independent-school-districts-isd/time-study-isd-training-information>.

If you have any questions, please contact the Texas Health & Human Services Commission (HHSC) Time Study Unit at timestudy@hhs.texas.gov or (737) 867-7794.